

17 MAY 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
17 May 1974

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1. APP: The Director of Personnel and [REDACTED] met with the DCI this week to review our proposed format for the FY 1975 APP. The Director approved the proposed changes with a few modifications and additions. Arrangements have already been made for printing the new forms.

2. Regulations Review: Forwarded to Regulations Control Staff a report on the results of our review of the currency of all OP regulations which have not been revised since 1 January 1967.

3. Summer Interns: The first interns entered on duty last week and several more will do so this week. Extensive use is being made of the housing list, with good results so far.

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4. Co-op Visit - Minority School: The visits to Prairie View A&M College and Southern University last week by [REDACTED] our Co-op Coordinator, were very successful. Five faculty members from the former school attended the DDI Open House and have urged their students to consider the Agency as a place of employment.

5. Vacancy Notices: Next week we will have 22 vacancy notices covering some 25 positions--including two GS-15's in the Comptroller's staff.

6. Upward Mobility: We now have two Upward Mobility Program applicants fully cleared to enter on duty 12 July. One fully cleared applicant cancelled out. The Civil Service Upward Mobility Course commences 15 July 1974.

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7. End of PROJECT TRANSITION: PROJECT TRANSITION, the military program in which the several services maintained job placement and counseling services on military bases, will terminate on 31 May as the result of Congressional action. [REDACTED]

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recruiter who participated along with other recruiters in TRANSITION-sponsored job fairs, has received a letter from the Air Force thanking him for his participation in these programs. We have found that job fairs around the country have gone out of their way to request the presence of this Agency in order to attract the participation of other organizations.

8. Advertising:

a. Response to our advertisement in the May issue of EBONY is beginning to show results. To date we have received more than 30 job inquiries from black candidates, most of whom appeared worth further consideration. In addition, several have appeared at our Washington Area Recruitment Office and have referred specifically to our ad.

b. Advertisements ran last week in New York City, St. Louis, Boston, Washington and The Wall Street Journal for systems programmers for OJCS, and in San Francisco, Washington, and New York City for Chinese linguists for DDO/EA; and ads will run this weekend in Philadelphia, Scranton, Wilkes-Barre, Harrisburg, Roanoke, Norfolk, Winchester, Buffalo and Erie for clerical personnel, and in New York City, Philadelphia and Washington for artists for DDS&T/OTS. While too early to thoroughly evaluate, the results from our advertising for systems programmers have been discouraging. We are pleased, though, with the 35 responses we have received to our Chinese linguist ads.

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9. Advanced Management Seminar: We met with [REDACTED] OTR, to discuss the OP role in the Advanced Management Seminar.

10. PERSIGN: EOD actions for staff employees and staff agents were successfully processed for the Phase I segment of PERSIGN with adjustments to the program identified and documentation revised, as required.

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11. New Telephone Directory: Meetings were held with officers of the [REDACTED] and with the Chief, Printing Services Division, concerning the various technical methods for producing the planned new uniform CIA Telephone Directory (approved by DD/M&S) from the master record data which will now be available from CEMLOC. The new directory not only involves consolidation of the three current directories, but also a new format concept which could utilize automated photon type setting.

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12. Position Management and Salaries:

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b. The final draft of the Office of Research and Development survey report has been completed and is being reviewed before transmission to the operating component.

13. Fair Labor Standards Act: Work proceeded on the resolution of problems involved in putting the FLSA provisions on overtime into effect. A number of meetings and briefings have been held. Occupational categories have been designated and OJCS is in the process of running a listing by organizational component on all employees with exempt or non-exempt designations. We expect to receive these listings within the next week and they will be reviewed with operating components to ensure accuracy. Thereafter, we expect employees will be notified as to their exempt or non-exempt status on their bi-weekly pay slips.

14. Savings Bonds Campaign: The first Savings Bonds Campaign report reflects 69 new bond buyers with a dollar amount being allotted each pay period of \$864.75. Forty-four employees have increased their previous allotments.

15. Insurance Briefing for Retirees: Retiring employees receive many different services from the Office of Personnel. For instance, the Insurance Branch conducted 35 insurance briefings this week for prospective retirees.

16. Rehired Annuitants: Attached is a list of rehired annuitants approved this week.

Coming Events

1. Position classification survey activities will continue, and we hope to complete the designation of employees as exempt or non-exempt for the Fair Labor Standards Act overtime program.

2. Work will proceed on the testing of the STAFFING Project and training employees in the use of input terminals.

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3. Detail In personnel actions will be tested for the PERSIGN Project in the coming week.

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4. We will work on the PASG Implementation plan for DDM&S in cooperation with [REDACTED]

5. Our Glee Club, the Keynotes, will present its Spring Concert in the Agency auditorium next week. Performances will be held at 12:15 on Wednesday, 22 May and at 12:45 on Thursday, 23 May. Approval has been obtained for relatives of Glee Club members to attend these performances.

/s/ F.W.M. Janney

F. W. M. Janney
Director of Personnel

Att

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